

Operational Contributor Career Stream Worksheet



Employee Name:

Employee R#:

Position Title:

Department & Org Code:

Department Contact Name:

Contact Title:

Contact Email:

Items Needed for this Review:

Job Description

Departmental Org Chart

Other

HR Reviewer:

Date Reviewed:

Work Dimension	OC1	OC2	OC3	Selected Level
Education & Experience	<input type="checkbox"/> High School, 0–3 yrs	<input type="checkbox"/> High School, 3–5 yrs	<input type="checkbox"/> High School, 5+ yrs	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Effective Knowledge	<input type="checkbox"/> Demonstrates baseline knowledge of routine tools/processes	<input type="checkbox"/> Proficient in routine tasks; intermediate knowledge of concepts	<input type="checkbox"/> Advanced routine knowledge; intermediate concepts	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Impact	<input type="checkbox"/> Works to achieve day-to-day objectives with direct impact within the area. Work consists of tasks that are typically routine with some deviation from standard practice. Will not be evaluated based on ability to influence outcomes. Since the position largely follows set principles and guidelines, decisions mainly impact only the position itself or immediate colleagues.	<input type="checkbox"/> Works to achieve day-to-day objectives with direct impact within the area. Work consists of tasks that are typically routine with some deviation from standard practice. May seek advice of more senior personnel in the same area.	<input type="checkbox"/> Works to achieve day-to-day objectives with significant impact within the area. Work consists of tasks that are typically not routine . May be required to apply discretion within established operational boundaries and procedures. Responsible for assisting and training lower-level support employees.	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Communication & Collaboration	<input type="checkbox"/> Practices baseline principles of listening, and clear written/verbal communication.	<input type="checkbox"/> Communicates information that requires explanation or interpretation.	<input type="checkbox"/> Explains practices, procedures and policies to reach agreement with others outside of the work	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3

	<p>Communicates information that requires little explanation or interpretation.</p> <p>Communicates with contacts within the department or unit on matters that typically involve obtaining or providing information requiring some explanation or interpretation to reach agreement.</p>	<p>Communicates with contacts within the department or unit on matters that typically involve obtaining or providing information requiring some explanation or interpretation to reach agreement.</p>	<p>area. Communicates with contacts within and outside the department on matters that typically involve obtaining or providing information on matters of moderate importance to the organization. May act as liaison with other Operations roles across the institution to solve issues related directly to position's job content.</p>	
Problem Solving	<p><input type="checkbox"/> Performs functions that are routine in nature and follows standard procedures. Recognizes and escalates unusual situations or problems. Work generally follows defined schedules and protocols.</p>	<p><input type="checkbox"/> Problems are typically of a routine nature but may at times require interpretation or deviation from standard procedures. Position may need to modify work appropriately in response to new information.</p>	<p><input type="checkbox"/> Problems are typically not routine and require analysis to understand. Makes minor adjustments to working methods and independently develops solutions to problems.</p>	<p><input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3</p>
Autonomy	<p><input type="checkbox"/> Follows standard principles and guidelines with little to no latitude for personal decision making. Has responsibility for checking data and information for minor changes. Work is closely supervised.</p>	<p><input type="checkbox"/> Checks and makes minor adjustments to work methods to solve problems that are routine and typically exist in current work processes and systems. May be required to highlight areas of concerns/problems and puts forth solutions to supervisor in own work area. Works under moderate supervision.</p>	<p><input type="checkbox"/> Has responsibility for making minor changes in activities and processes to solve problems or improve effectiveness of area. Expected to independently develop solutions to problems for manager review. Works under limited supervision for routine situations.</p>	<p><input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3</p>

Leadership	<input type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input type="checkbox"/> May act as lead position within job function and title grouping, providing operational guidance to team members with same or similar work. May act as an escalation point for less experienced team members. May serve as time approver.	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
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Work Dimension	Assigned Level
Education & Experience	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Effective Knowledge	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Impact	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Communication & Collaboration	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Problem Solving	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Autonomy	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Leadership	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Totals	OC1 OC2 OC3
Final Job Classification Recommendation	<input type="checkbox"/> OC1 <input type="checkbox"/> OC2 <input type="checkbox"/> OC3
Final Pay Grade	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> 13 <input type="checkbox"/> 14 <input type="checkbox"/> 15
	<input type="checkbox"/> 16 <input type="checkbox"/> 17 <input type="checkbox"/> 18 <input type="checkbox"/> 19 <input type="checkbox"/> 20 <input type="checkbox"/> 21 <input type="checkbox"/> 22
Final FLSA Status	Exempt <input type="checkbox"/> Nonexempt
Confirmed that this position is approved and signed in ePM	<input type="checkbox"/> Yes <input type="checkbox"/> No

Optional Comments by Human Resources: